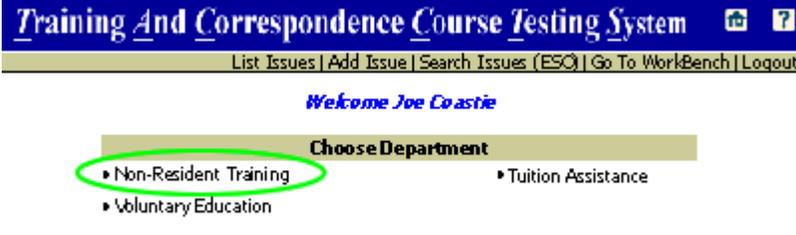
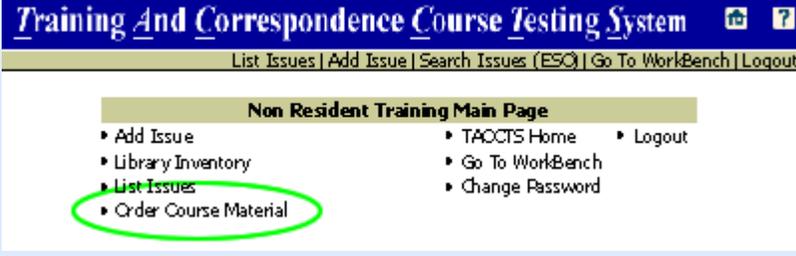
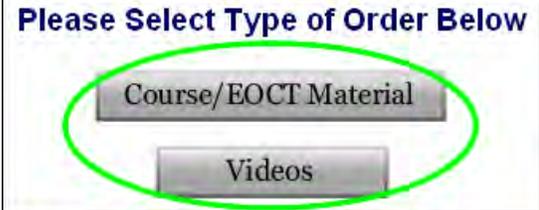




USCG Institute ACGI-2100 Smart Form Job Aid

Course Enrollment/EOCT Order Form

	<p>1 Go to TACCTS and enter your User Name and Password.</p> <p>To get access to TACCTS, an ESO must submit a designation letter to the NRT Department. This can be faxed to (405) 954-3684 or emailed as an attachment to CGI-PF-NRT_ESO_Emails@uscg.mil.</p>
	<p>2 On the main TACCTS menu screen, click Non-Resident Training from the menu.</p>
	<p>3 On the Non Resident Training Main Page, click Order Course Material.</p>
	<p>4 Select either the Course/EOCT Material or Videos button.</p> <p>If Course/EOCT Material is selected, go to Step 4. If Videos is selected, got to Step 8.</p>



USCG Institute ACGI-2100 Smart Form Job Aid

Course Enrollment/EOCT Order Form

Course Enrollment

Member EMPLID: 1111111

ESO EMPLID: 2222222

Course: AST1 0110-1

SUBMIT

To enter EOCT results for Auxiliary members:

1. Auxiliary members are not automatically in the system. In order to score an EOCT for Auxiliary members, they MUST first be manually entered into the system.
2. To enter Auxiliary members into the system, fill out and submit the [Email Request Form](#).
3. The Institute will send a notification email when the member has been entered in the system.
4. Once the email has been received, return to the 2800 Smart Form and submit the EOCT results as instructed in the notification email.

5

Enter **Member EMPLID** and **ESO EMPLID**. Select a **Course** from the dropdown menu. Click the **SUBMIT** button.

NOTE: If you are entering test results for an **Auxiliary member** or if an **error screen** is displayed when the form is submitted, go to **Step 10**.

YN2 JOHN DOE

Opfac: 7162100

Course: 0110 1

Status: Active Duty

ESO: GS-9 JOHN SMITH

Aviation Survival Technician First Class

Reason for Submission:

- Course Enrollment - Includes Course Material
- Enrollment with Test - Course Material and Test
- Course Material Only
- CD Only
- Test Only

E-mail Addresses:

(If the e-mail addresses be

their e-mail addresses in Direct Access)

Member Email:

John.D.Doe@uscg.mil

ESO Email:

John.C.Smith@uscg.mil

6

Verify member's name, Opfac, Course, Status, and ESO name. **If any of this information is incorrect, DO NOT process request. Contact NRT.**

Select a **Reason for Submission** from the drop-down menu.

NOTE: **CD Only** option will display only if CD is available. **Test Only** option will display only if member is already enrolled & hasn't ordered test within 1 year.

Verify **Member & ESO Email**. If incorrect, ESO can edit on form and should inform member that they need to change the address in Direct Access.

Course Material Shipping Address:

Please do not submit this order if the address below is incorrect and please contact cgi-pf-nrt_eso_emails@uscg.mil or call (405) 954 - 9308

Unit:

US COAST GUARD INSTITUTE

Address:

5900 SW 64TH ST.MULTI-PURPOSE BLDG ROOM 235

City:

OKLAHOMA CITY

State: OK

Zip Code: 731698999

Order

Back to Main

7

If **Course Material** is requested, the **Course Material Shipping Address** will display.

Verify this address is correct. The address cannot be edited on this form. **If incorrect, DO NOT process request. Contact NRT.**



USCG Institute ACGI-2100 Smart Form Job Aid

Course Enrollment/EOCT Order Form

Test Material Shipping Address: (If address is incorrect, contact cgi-pf-nrt_eso_emails@uscg.mil)

Unit:

Address:

City: State: Zip Code:

If your shipping address is incorrect, DO NOT submit the order!

8 If **Test Material** is requested, the **Test Material Shipping Address** will display. This will be the ESO's address.

Verify this address is correct. The address cannot be edited on this form. **If incorrect, DO NOT process request. Contact NRT.**

Click the **Order** button to submit the request.

Video Enrollment

Course:

ESO EMPLID:

9 If the **Videos** button was selected in **Step 3**, the **Video Enrollment** screen will display.

Select a **Video** from the **Course** drop-down menu.

Enter your **ESO EMPLID**.

Click the **Submit** button.

Requesting ESO: YN2 John Smith

Opfac:

Course: UBU21

HYPOTHERMIA (DVD)

Reason for Submission:

E-mail Addresses:

(If the e-mail addresses below are incorrect, member/ESO will need to update their e-mail addresses in Direct Access)

ESO Email:

Video Shipping Address: (If address is incorrect, contact cgi-pf-nrt_eso_emails@uscg.mil)

Unit:

Address:

City: State: Zip Code:

10 Verify the **ESO Opfac** and **Course** selected. **If any of this information is incorrect, DO NOT process request. Contact NRT.**

Verify **ESO Email**. If incorrect, ESO can edit on form and should also change the address in Direct Access.

Verify **Video Shipping Address**. If incorrect, ESO can edit the address on the form.

Click the **Order** button to submit request.



USCG Institute ACGI-2100 Smart Form Job Aid Course Enrollment/EOCT Order Form

Course Enrollment

Member EMPLID: 1111111

ESO EMPLID: 2222222

Course: [AST1 0110-1]

SUBMIT

To enter EOCT results for Auxiliary members:

1. Auxiliary members are not automatically in the system. In order to score an EOCT for Auxiliary members, they MUST first be manually entered into the system.
2. To enter Auxiliary members into the system, fill out and submit the [Email Request Form](#).
3. The Institute will send a notification email when the member has been entered in the system.
4. Once the email has been received, return to the 2800 Smart Form and submit the EOCT results as instructed in the notification email.

Member's information is not present in the system. In order to process a request for this member, they MUST first be manually entered into the system.

1. To enter member into the system, fill out and submit the [Email Request Form](#).
2. The Institute will send a notification email when the member has been entered in the system.
3. Once the email has been received, return to the 2100 Smart Form order page and submit the order as instructed in the notification email.

11

Ordering materials for an **Auxiliary member** or if an **error screen** is displayed when the **Course Enrollment** form is submitted.

Materials can only be ordered for member's who are entered in the CG Institute's system. Ordinarily all members except Auxiliary members are in the system.

If you enter an Auxiliary member's **EMPLID** in the **Member EMPLID** field and click the **SUBMIT** button, the **error screen** will display.

12

Both the **Course Enrollment** screen and the **error screen** display step-by-step instructions on how to get an Auxiliary member manually entered into the CG Institute's system.

First **click** the link to the **Email Request Form**.



USCG Institute ACGI-2100 Smart Form Job Aid

Course Enrollment/EOCT Order Form

E-mail Request form

Please enter all the fields below and then press the **send mail** button.

Member's Information

To:

Subject:

Member Name

Member Rank

Member EMPLID

Member SSN

Member OPFAC

Member Phone

Member Address

Member City

Member State

Member Zip

ESO's Information

ESO Name

ESO Email

ESO Phone

ESO EMPLID

13

Fill out all information requested in the form. **Members cannot be added to the system with incomplete information.**

Click the **Send mail** button to email the form to NRT.

The Institute will send a **notification email** when the member has been entered in the system. The email will have instructions on how to order materials for the Auxiliary member.

Course Enrollment

Member EMPLID:

ESO EMPLID:

Course:

14

The **notification email** will provide a **Manual Override code** to use instead of the member's EMPLID.

Enter the **Manual Override code**, the **ESO EMPLID** and select the **Course** from the drop-down menu.

Click the **SUBMIT** button.



USCG Institute ACGI-2100 Smart Form Job Aid

Course Enrollment/EOCT Order Form

Type:

Rank First Name Last Name

SSN:

Opfac (xxxxxxxx)

Course: 0232 5

Reason for Submission:

E-mail Addresses:
 (If the e-mail addresses below are incorrect, member/ESO will need to update their e-mail addresses in Direct Access)

Member Email:

ESO Email:

ESO: GS-9
JOHN SMITH
MACHINERY TECHNICIAN, SECOND

In order for this request to be processed, the member must have been manually entered into the system. If you have already received notification from the Institute that the member is in the system, proceed with the request. If not, return to the login page and follow the instructions for getting Auxiliary members entered into the system.

15 Select the member's **Type** from the drop-down menu.

Enter member's **Rank, First Name and Last Name**.

Enter member's **SSN**.

Verify **Opfac**, if incorrect, select correct Opfac from dropdown menu.

Select **Reason for Submission** from the dropdown menu.

Enter the **Member Email** and verify the **ESO Email**.

Course Material Shipping Address:
 Please do not submit this order if the address below is incorrect and please contact cgi-pf-nrt_eso_emails@uscg.mil or call (405) 954 - 9308

Unit:

Address:

City: State: Zip Code:

16 If **Course Material** is requested, the **Course Material Shipping Address** will display.

Verify this address is correct. If incorrect, enter the correct address.

Test Material Shipping Address: (If address is incorrect, contact cgi-pf-nrt_eso_emails@uscg.mil)

Unit:

Address:

City: State: Zip Code:

If your shipping address is incorrect, DO NOT submit the order!

17 If **Test Material** is requested, the **Test Material Shipping Address** will display. This will be the ESO's address.

Verify this address is correct. The address cannot be edited on this form. **If incorrect, DO NOT process request. Contact NRT.**

Click the **Order** button to submit the request.